



Records Management and Imaging Services Division
800 East Broad Street, Richmond, VA 23219-8000
(804) 692-3600

Certificate of Records Destruction

(Form RM-3 Nov 99)

This form documents the destruction of public records in accordance with the Virginia Public Records Act, § 42.1-86.1 of the Code of Virginia.
INSTRUCTIONS ON BACK.

1) Agency / Locality TOWN OF CHARLESTON	2) Division / Department / Section TREASURER'S OFFICE				
3) Person Completing Form KIM SMITH	4) Address 311 POLLARD DR., CHARLESTON 23888				
5) Phone No. 540-555-1111					
6) Records to Be Destroyed					
a) Schedule and Records Series No.	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Method of Destruction
GS-2, #35	VOUCHERS (A-2)	7/87 - 6/93	STORAGE RM	7 c.f.	RECYCLING
GS-2, #76	CANCELLED CHECKS	7/86 - 6/94	"	1 c.f.	"
GS-2, #26	WATER/SEWER PAYMENTS	12/88 - 8/95	"	17 c.f.	SHREDDED
GS-19, #10037	OFFICE CORRESPONDENCE	7/96 - 6/97	"	2 c.f.	RECYCLING

DESTRUCTION APPROVALS

NOTE: Public records may not be destroyed without receiving prior approval from your agency or locality Records Officer. We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

JOHN DRIVER

APPROVING OFFICIAL (PRINT NAME)

SIGNATURE

DATE

1-12-2000

SUSAN COMBS

DESIGNATED RECORDS OFFICER (PRINT NAME)

SIGNATURE

DATE

1-12-2000

9. RECORDS DESTROYED BY:

KIM SMITH

NAME (PRINT OR SIGNATURE)

DATE OF DESTRUCTION

1-20-2000